

## **Broad Guidelines for Value-Added Courses**

### **1. Introduction**

Value-Added courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life. Dyal Singh College offers a wide variety of Value Added Courses which shall be conducted on holidays or after class hours. These courses shall be conducted by experts or in-house staff and help students stand apart from the rest in the job market by adding further value to their resume. These Value-Added courses will be open for students from all streams.

### **2. Objectives**

Objectives of the Value-Added Course are:

- To provide students an understanding of the expectations of industry.
- To improve employability skills of students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students develop their inter-disciplinary skills.
- To mould students as job providers rather than job seekers.

### **3. Designing the Courses**

- Before designing the syllabus, the feedback from the employers, alumni and industry people will be analysed and considered to select and design an appropriate course by identifying the gaps.
- Apart from these discussions may also be held with the employers, alumni and industrial experts to understand the expectations for current and emerging trends.
- Any new Value-Added Course developed by a department should be placed before and approved by the Principal.
- The course offered should not be the same as any course listed in the curriculum of the respective program.

### **4. Guidelines for conducting value added courses**

- Value Added Course is not mandatory to qualify for any program.
- It is a teacher assisted learning course open to all students.
- Classes for VAC will be conducted after class hours or during holidays in blended mode.
- The students may be allowed to take value added courses offered by other departments.

## 5. Duration and Venue

The duration of Value-Added Course should be 30 hours or more.

## 6. Procedure for Registration

A student shall register for a Value-Added Course offered by submitting the duly filled in registration form along with fee.

## 7. Attendance

Proper attendance record of all the registered students is to be maintained.

- The Record shall contain details of the students' attendance, marks obtained in the Internal Assessment Tests.
- The record shall be submitted to the Head of the Department once a month for monitoring the attendance and syllabus coverage.
- At the end of the course, the record shall be duly signed and placed in safe custody by the convenor of the concerned course for any future verification.
- Each student shall have a minimum of 75% attendance in all the courses of the particular semester failing which he or she will not be permitted to appear for the final assessment of VAC.
- Relaxation of attendance requirement up to 10% may be granted for valid reasons such as illness, representing the College in extracurricular activities and participation in NCC.

## 8. Passing Requirement and Grading

- The passing requirement for value added courses shall be 50% of the marks prescribed for the course.
- A candidate who has not secured a minimum of 50% of marks in a course (internal and end-term) shall not be eligible to get the certificate.

## 9. Course Completion

Learners will get a certificate after they have registered for, written the exam and successfully passed. The students who have successfully completed the Value-Added Course shall be issued with a Certificate duly signed by the Authorized signatories.



Principal



Convenor, IQAC